

At a MEETING of the **TAYSIDE VALUATION JOINT BOARD** held at Forfar on 15th June, 2015.

Present:-

Representing Angus Council

Councillor Jim Houston
Councillor Bob Myles

Representing Dundee City Council

Councillor David Bowes
Depute Lord Provost Christina Roberts
Councillor Jimmy Black
Councillor Tom Ferguson
Councillor Mohammed Asif

Representing Perth and Kinross Council

Councillor Douglas Pover
Councillor Elspeth Maclachlan

Councillor Elspeth Maclachlan, Convener, in the Chair.

I APOLOGIES/SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillors John Alexander, Alistair Munro and Willie Wilson.

II DECLARATION OF INTEREST

There were no declarations of interest.

III MINUTE OF PREVIOUS MEETING

The minute of meeting of Tayside Valuation Joint Board held on 26th January, 2015 was submitted and approved.

IV EXTERNAL AUDIT - AUDIT STRATEGY OVERVIEW AND PLAN 2014/2015

There was submitted Report No TVJB5-2015 by the Treasurer presenting to the Board External Audit's Audit strategy overview and plan for the year ending 31st March, 2015, attached as an Appendix to this report.

The Joint Board agreed to note the content of External Audit's Audit strategy overview and plan for the year ending 31st March, 2015.

V INTERNAL AUDIT

There was submitted Report No TVJB12-2015 by the Assessor presenting to the Joint Board the following Internal Audit Reports, which are attached as appendices to this report:-

Internal Audit Report 2015/05 - Procurement and Creditors/Purchasing
Internal Audit Report 2015/06 - IT Network Arrangements
Internal Audit Report 2015/07 - Annual Report

The Joint Board agreed to note the contents of the reports.

VI ANNUAL GOVERNANCE REPORT 2014/2015

There was submitted Report No TVJB6-2015 by the Treasurer presenting to the Board the Annual Governance Statement for approval and inclusions in the unaudited Annual Accounts for the year ended 31st March, 2015 which is also being submitted to the Board.

The Joint Board agreed:-

- (i) to note the contents of this covering report;
- (ii) to approve the Annual Governance Statement which is included as an Appendix to this report; and
- (iii) to instruct the Treasurer to include the Annual Governance Statement in the Annual Accounts for the year to 31st March, 2015.

VII UNAUDITED ANNUAL ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2015

There was submitted Report No TVJB7-2015 by the Treasurer providing some additional commentary on the unaudited Annual Accounts for the year ended 31st March, 2015 which is being submitted to the Board along with this report.

The Joint Board agreed:-

- (i) to note the content of this covering report;
- (ii) to note the unaudited Annual Accounts which have been submitted along with this report;
- (iii) to note that the Treasurer will submit the Annual Accounts to the Appointed Auditor; and
- (iv) to note that the key assumptions underpinning the

VIII REVIEW OF FINANCIAL REGULATIONS

There was submitted Report No TVJB8-2015 by the Treasurer presenting to the Joint Board the updated Financial Regulations, which are attached as appendices to this report.

The Joint Board agreed to note the contents of the updated Regulations.

IX LOCAL GOVERNMENT PENSION SCHEME 2015 EMPLOYING AUTHORITY DISCRETIONS

There was submitted Joint Report No TVJB16-2015 by the Treasurer and Assessor outlining the discretions available to Tayside Valuation Joint Board, as a local government employing authority, following changes in Pension Scheme regulations and how these will be applied.

The Joint Board agreed to approve the recommendations in Appendix A in respect of discretions to be applied for Tayside Valuation Joint Board as employing authority.

X ELECTORAL REGISTRATION

There was submitted Report No TVJB13-2015 by the Assessor seeking to update members on recent electoral registration issues relating to the Introduction of Individual Electoral Registration (IER) and the General Election which took place on 7th May, 2015.

The Joint Board agreed:-

- (i) that Individual Electoral Registration commenced in Scotland with effect from 19th September, 2014;
- (ii) that pre-existing electors who had responded to the previous year's canvass and were matched to the DWP database were automatically transferred in to the new Register. "Invitation to Register" forms were issued to all electors who were not successfully matched and "Household Enquiry Forms" were issued to all households where there were no or incomplete details of the electors who may reside at that property. Reminder forms were issued to non responding electors and households as required and, where no response was forthcoming, a door to door canvass was undertaken;
- (iii) that following these procedures the Electoral Register was successfully published on 27th February, 2015 and was an IER based Register;
- (iv) that the General Election held on 7th May, 2015 was the first election to be held on an IER basis. Despite presenting many challenges the various issues were resolved and, in registration terms, the election was a success;
- (v) that the initial work to install the required PSN internet connections has been undertaken and that further work to ensure that these connections are operating at the designed capacity and to fully integrate these with the Board's IT network is ongoing; and
- (vi) the funding arrangements.

XI MAINSTREAMING EQUALITY REPORT

There was submitted Report No TVJB15-2015 by the Assessor presenting the Mainstreaming Equality Report to the Board.

The Joint Board agreed to approve the Mainstreaming Equality Report attached as an Appendix to the report.

XII REVIEW OF STAFF STRUCTURE

There was submitted Report No TVJB9-2015 by the Assessor updating the Board of a revised staffing structure for the Assessor and Electoral registration officer's Service.

The Joint Board agreed to note the following amendments to the staff structure:-

The deletion of the following posts:-

- Senior Valuer (Perth and Kinross), Grade 9, £36,058-£39,415
- Technician (Dundee), Grade 5, £20,469-£23,054
- Clerical Assistant/Typist (Dundee), Grade 2, £14,689-£16,341

The establishment of the following permanent posts:-

- IT Assistant (Dundee), Grade 5, £20,469-£23,054
- Clerical Assistant (Angus), Grade 2, £14,689-£16,341
- Clerical Assistant (Perth and Kinross), Grade 2, £14,689-£16,341

The appointment of the following 2 temporary posts for a period of 6 months:-

- 1 x Clerical Assistant/Canvasser (Angus), Grade 2, £14,689-£16,341
- 1 x Clerical Assistant/Canvasser (Perth and Kinross), Grade 2, £14,689-£16,341

XIII RISK MANAGEMENT/BUSINESS CONTINUITY

There was submitted Report No TVJB11/2015 by the Assessor presenting to the Board the Assessor's annual report on Risk Management and Business Continuity arrangements.

The Joint Board agreed to note the content of the report.

XIV CORPORATE PLAN AND SERVICE PLAN 2013/2016

There was submitted Report No TVJB10-2015 by the Assessor presenting to the Board the Assessor's Corporate Plan and updated Service Plan which covers the years 2013-2016.

The Joint Board agreed to approve the content of the report and the Corporate Plan and the Service Plan which are contained in the appendix.

XV FREEDOM OF INFORMATION/DATA PROTECTION REPORT

There was submitted Report No TVJB14-2015 by the Assessor presenting to the Board current statistical data and relevant background information in relation to matters arising in respect of Freedom of Information and Data Protection issues.

The Joint Board agreed to note the content of the report.

XVI DATE OF NEXT MEETING

The next meeting of the Joint Board will be held in The Town and County Hall, The Cross, Forfar on Monday, 24th August, 2015 at 10 am.

Elsbeth MACLACHLAN, Convener.